

6 January 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Construction

1. PROBLEM. - Construction of vault for OCD.
2. ASSUMPTION. - The present personnel ceilings of DD/I activities will continue at their present level and will not be reduced.
3. FACTS BEARING ON THE PROBLEM. -
  - a. That OCD does not have adequate space for proper management of reference material at the present time.
  - b. That OCD has at the present time the equivalent of 67 filing cabinets and space for expansion of the OCD collection, and that the equivalent space of 85 cabinets will be required during the next twelve month period.
  - c. That the annual growth of their reference book collection is at the rate of approximately 20,000 books and other publications per annum, and additional space is required for this purpose.
  - d. That the present collection is very subject to destruction by fire or water in its present location.
  - e. That the estimated cost of construction, subject to detailed planning, will be approximately \$35,000.
4. CONCLUSION. - That, from the standpoint of inadequate space, fire protection of records, and generally improved efficiency, the construction of a vault between Wings 4 and 5 of "M" Building appears to be justified.
5. RECOMMENDATION. - That the DD/A approve the proposed construction at an estimated cost of \$35,000.

25X1A9A

Chief, General Services

CONCUR:

FOIAB3B

Assistant Director, OCD

Comptroller

Date

JAN 6 1952

Date

ACTION BY APPROVING AUTHORITY:

Date

Approved, (disapproved), exceptions, if any.

WALTER REID WOLF  
Deputy Director  
(Administration)

~~DECLASSIFIED~~